



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYD-10-11

The U.S. Consulate in Hyderabad is seeking an individual for the position of Housing Assistant in the **General Services Office**.

Applicants must apply on Form HR-01 (Application Form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below.)

Only applicants who are selected for an interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Housing Assistant,
FSN-0820-08, HYA-526311
(**Personal Services Agreement**)

OPENING DATE: July 6, 2010

CLOSING DATE: July 20, 2010

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR**: Grade: FP-6*

Ordinarily Resident: Grade: FSN-8*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT

DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

- Views and evaluates potential housing and makes recommendations on suitability for leasing and proposes assignments to the housing board on available housing based upon regulatory guidelines and individual requirements.
- Conducts make ready inspections of all USG residences before occupancy, which includes but is not limited to ensuring units are clean and appropriately furnished; conducting preliminary inventory and/or assessment of condition of all furnishings and appliances; recommending repairs, replacement etc. of existing furnishings and appliances; and following up to ensure that the requested work is completed and done properly.
- Conducts market survey of housing annually in order to develop housing profiles, establish rental ceilings, and document conditions related to the availability and cost of suitable housing.
- Attends to the needs of customers and service providers. Serves as the initial point of contact for new customers and for customers wishing to request guidance or register a complaint or suggestion.

QUALIFICATIONS REQUIRED

1. Completion of high school/secondary school is required; at least two years of full time post secondary study at a college or University is required.
2. Two to three years of administrative work or USG work experience is required. Of that, at least 1 year of work involving customer service responsibilities and/or real estate related work is required.
3. Level 3 English is required. Level 3 in either Telugu or Hindi is required.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01, available on website http://hyderabad.usconsulate.gov/job_opportunities.html
2. **OPTIONAL**: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office,
U. S. Consulate General,
1-8-323, Paigah Palace, Chiran Fort lane,
Begumpet, Secunderabad -03
or
FAX: 4033-8301
Or
E-mail: Hyderabadvacancies@State.gov

Please insert "**VA# HYD-10- 11**" (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service

post or establishment abroad and under Chief of Mission authority.

2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business July 20, 2010.

Approved by: MGT - CForeman
Drafted by: HR - VSaradhi

AN EQUAL OPPORTUNITY EMPLOYER